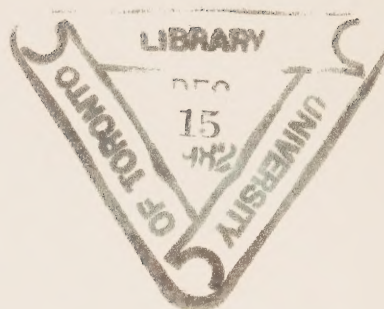


Consumer and  
Corporate Affairs  
CanadaConsommation  
et Corporations  
CanadaUrea Formaldehyde  
Foam InsulationLa mousse isolante  
d'urée-formaldéhydeCA1  
RG18  
-1982  
A76**ASSISTANCE  
PROGRAM  
FOR  
UFFI  
HOMEOWNERS****PROGRAMME  
D'AIDE AUX  
PROPRIÉTAIRES  
D'HABITATIONS  
ISOLÉES  
À LA MIUF**

3 1761 11708731 2

# Information

**UFFI  
MIUF**



**FOR YOUR RECEIPTS  
POUR VOS REÇUS**

# THE ASSISTANCE PROGRAM FOR UFFI HOMEOWNERS

## CONTENTS:

- The UFFI Program ..... 3
- Completing the Forms:
  - The Application Form ..... 9
  - The Request for Advance Payment .... 11
  - The Request for Reimbursement ..... 12
- Testing Procedures ..... 13
- Conditions for Financial Assistance .... 14

## IN THE POCKET:

- The Application Form
- The Request for Advance Payment Form
- The Request for Reimbursement Form

## INTRODUCTION:

The information in this handbook is provided to help you take the most appropriate action to resolve UFFI-related problems that you may face.

We recommend that you read "The UFFI Program" thoroughly, and take advantage of all the technical information available, before making your decision.

## THE UFFI CENTRE:

Hull, Quebec  
K1A 0C9

Call Toll-free 1-800-567-6870

In B.C. 112-800-567-6870

Yukon & N.W.T. (819) 994-0155 Collect

Ottawa/Hull 994-0155

Version française disponible sur demande





Digitized by the Internet Archive  
in 2023 with funding from  
University of Toronto

<https://archive.org/details/31761117087312>

# THE UFFI PROGRAM

The UFFI Program offers owners of eligible dwellings **financial assistance** of up to \$5,000 to correct problems arising from the use of Urea Formaldehyde Foam Insulation (UFFI).

It also offers **technical information and assistance**.

It is available to UFFI homeowners who register with the UFFI Centre before June 30, 1983.

This guide describes the Program and how to obtain assistance.

Once you have received the technical information offered, you will be in a position to choose the most appropriate corrective measures for your dwelling.

## THE UFFI PROGRAM

### What is an eligible dwelling?

A single family house located in Canada, whether detached, semi-detached or part of a row, is eligible. A duplex or triplex is also eligible as a single dwelling. A pre-manufactured dwelling is eligible, but a mobile home is not. Any condominium dwelling unit is also eligible.

If you are in any doubt about the eligibility of your dwelling, please contact the UFFI Centre.

**One application is made per dwelling. No owner may receive a payment for more than three dwellings. That is, your name may not appear as either the applicant or a co-owner on more than three applications.**

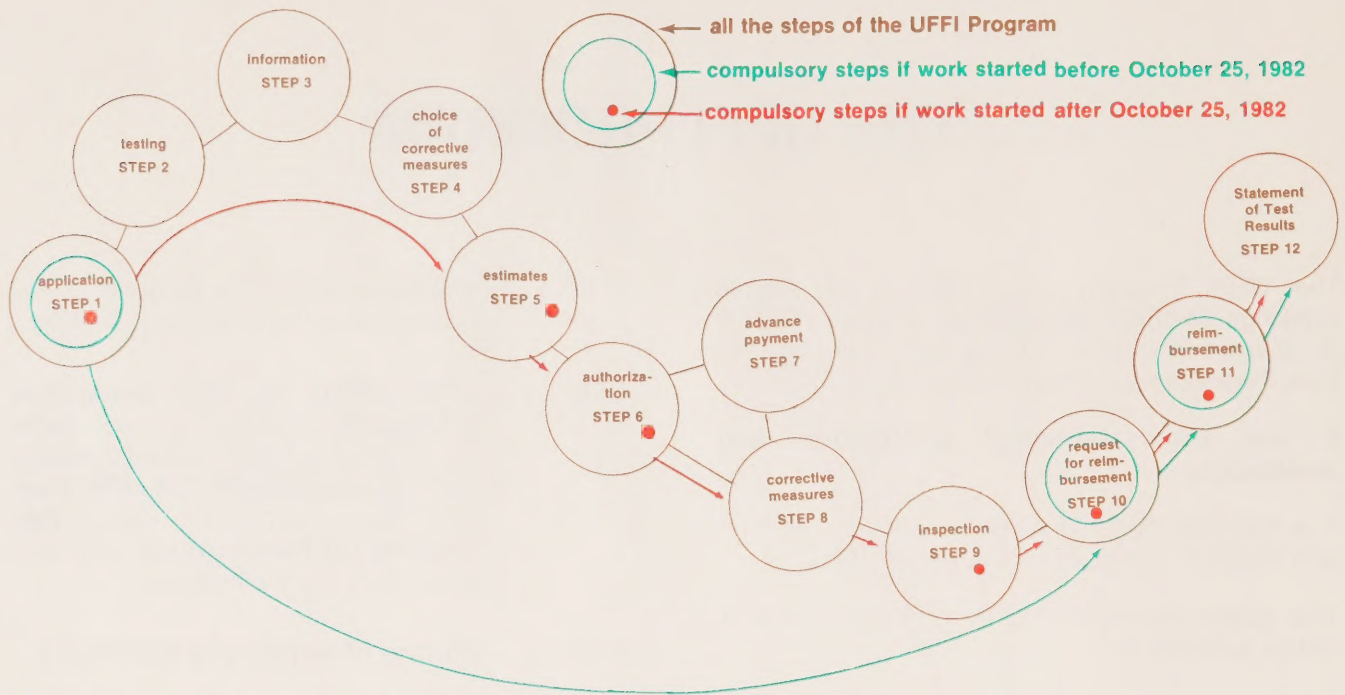
### The full UFFI Program includes:

STEP 1. **application**

- STEP 2. **testing** to determine the level of formaldehyde in the air of your dwelling
- STEP 3. **information on the corrective measures** available for your dwelling, a list of specially-trained **contractors registered with the UFFI Centre**, and information about **free courses for homeowners** who wish to do the work themselves
- STEP 4. **choice of corrective measures**
- STEP 5. **estimates**
- STEP 6. **authorization** from the Canada Mortgage and Housing Corporation (CMHC) to proceed with the work chosen and described in your estimates
- STEP 7. **provision of an advance payment**, if required, to start work
- STEP 8. **implementation of corrective measures**
- STEP 9. **inspection** of the work while being done and/or after completion, if required
- STEP 10. submission of **request for reimbursement** and supporting documents (possible final inspection)
- STEP 11. **reimbursement of eligible expenses**
- STEP 12. provision of a **Statement of Test Results** which gives the level of formaldehyde after completion of corrective measures



Many of these steps may be optional, as shown on the following chart:



## What happens at each of these steps?

### STEP 1. APPLICATION:

Each dwelling for which you are applying and for which you are entitled to assistance receives an Identification Number. Please quote this number if you phone or write to the UFFI Centre - to ensure the confidentiality of the information you have given us, we cannot answer telephone enquiries unless we are given the appropriate Identification Number.

### Instructions for completing the Application Form begin on page 9

You **establish your eligibility** for the financial and technical assistance of the Program by

- clearly identifying the dwelling for which you are making application
- identifying the owners of the dwelling
- providing evidence that your dwelling was insulated with UFFI
- authorizing the UFFI Centre to carry out any inspections and testing that may be required for the corrective measures you choose

- declaring that you accept the conditions established by the Government of Canada for the receipt of financial assistance

### STEP 2. TESTING:

Preliminary testing (which is all that may be necessary in many cases) is a simple measurement of the level of formaldehyde in the air of the living quarters of your dwelling. Some homeowners have already had similar tests performed by a provincial government or a private company.

The level recorded will usually be between 0.03 parts per million (ppm) and 0.2 ppm. It is unusual for a reading to be much lower than 0.03 ppm because of the background level of formaldehyde that occurs in our atmosphere.

The information gained from this preliminary test enables us to determine if further testing is needed. If not, you proceed to the next step.

If **further testing** is required, we notify a private testing company, who will contact you to make an appointment to enter your house to perform the tests. Details can be found in "Testing Procedures" in this handbook.



### STEP 3. INFORMATION ON CORRECTIVE MEASURES:

When all necessary test data is available, it is sent to the Canada Mortgage and Housing Corporation (CMHC).

**A building inspector from your local CMHC office will visit your house** to explain the test results and give you information on the corrective measures that you may wish to consider implementing.

You will be given a proposal and cost estimate for a **"scope of work"** which is based on the best technical knowledge available, as well as a description and cost estimates of other courses of action open to you.

**Your alternatives** can include:

- improving sealing of interior surfaces of exterior walls, so that any gas emitted is sealed out of your living spaces
- improving ventilation, both of the living spaces and of the UFFI-insulated wall cavities (to facilitate gas dispersal and prevent moisture build-up)
- adding an air-to-air heat exchanger to retain heat while increasing ventilation
- cleaning air distribution system
- partial or full removal of the UFFI

**One of the conditions for receiving financial assistance is that the work must be done by a registered contractor, or by a homeowner who has passed the training course offered by the UFFI Centre.**

The CMHC inspector will provide you with a list of registered contractors in your area.

Further information about the training course can be obtained from the UFFI Centre. However, if you are contemplating taking the course, you should be aware that it is likely to prove very demanding for any handyman or woman who has no construction experience or formal training in building techniques.

### STEP 4. THE CHOICE OF CORRECTIVE MEASURES IS YOURS:

When you have received all the information available from the CMHC inspector, you will be in a

position to decide what, if anything, you want to do about the UFFI in your dwelling.

Although some of the alternatives suggested to you may cost more than \$5,000, the maximum contribution that can be made under this Program is \$5,000.

The **responsibility rests with you** for making the appropriate choice of corrective measures and for ensuring that they are carried out to your satisfaction.

### STEP 5. ESTIMATES:

We recommend that, if possible, you contact three registered contractors to obtain estimates for the work you have chosen to do. If you propose to do the work yourself, you should develop estimates in the same detail as if you were entering into a contract with a registered contractor.

The person who comes to do the estimate should have a UFFI identification card. You should ask to see it, and you should also obtain his company's Contractor's Registration Number.



### Content of Contract

The responsibility for entering into a contract is yours. However, to ensure fast and efficient processing of your claim for payment, we suggest that your contract or agreement include the following:

- a) a detailed description of all UFFI-related work to be done. Any work which is not related to UFFI repairs should be a matter of separate agreement in order to avoid any confusion which could arise in settling your claim. You should obtain



two copies of all contracts—one for your records and one to be shown later to the CMHC inspector and submitted to the UFFI Centre with your Request for Reimbursement. (If you will require an advance, a further copy of your contract must be submitted with your Request for Advance Payment.)

- b) a complete list of all materials to be purchased for the corrective measures.
- c) a detailed list of the labour charges.

The fact that a contractor is registered **does not constitute a guarantee** of the quality of the work. A contractor who is registered with the UFFI Centre has demonstrated the knowledge to perform corrective measures for UFFI. The responsibility is yours for ensuring that the contractor carries out his work to your satisfaction, and that any relevant warranties are provided and permits obtained.

## UFFI Specifications

The procedures for carrying out corrective measures for UFFI are laid out in UFFI Specification 82-03.

The following are highlights of what should be done when undertaking corrective work, and are included to serve as a guide in your dealings with contractors, especially where removal of the UFFI is involved.

### a. Site Preparation:

- remove, or protect against damage and contamination, property adjacent to the work area
- seal the work area, including forced air heating system, from other areas of the home
- provide disposal containers
- provide safety equipment and supplies for workmen
- ensure the work area is ventilated
- if removal from outside is to be done, seal air leaks on interior surfaces of exterior walls and pressurize house while removal is in progress

### b. Exposure and Removal:

- remove the wall cladding to gain access to the UFFI

- dispose safely of all materials removed which have been in contact with UFFI
- if removal is done from the outside, protect exposed surface from weather, and neighbouring areas from pollution, by installing a drop sheet
- remove UFFI thoroughly from all surfaces by sandblasting or wire brushing and by vacuuming
- search for and remove UFFI from all locations in which it may have been installed or to which it may have flowed during installation
- check for structural faults, the condition of electrical wiring and equipment, existence of leaks, etc.

### c. Neutralize UFFI residue:

- neutralize UFFI residue and absorbed formaldehyde on surfaces with which UFFI has been in contact (e.g. use the recommended neutralizing solution on wood surfaces) with the prescribed number of coats
- air dry the surfaces between coats and after the final coat, by blowing warm air over the surfaces if necessary

### d. Insulation and Restoration:

- repair or replace damaged electrical work or structural members and repair wall leakage
- replace the UFFI with acceptable insulation
- install air/vapour barrier, cladding, trim, sheathing, siding
- do all work in accordance with current Provincial/ Municipal/ National Building Code requirements

### e. Clean-up:

- remove all debris and leave the work site clean
- repair any damage that may be done by workmen
- undertake wall washing, cleaning of carpets and furnishings, vacuuming air ducts



## STEP 6. AUTHORIZATION FROM CMHC TO PROCEED:

When you have your estimates, you must phone your local CMHC office to obtain authorization to proceed with the work. Before you make the call, you should **have available the following information:**

- **your Identification Number**
- **Registration Number of contractor** when you are using one
- your **Serial Number** when you are doing the work yourself
- **details of the work to be done:**  
Either the **CMHC scope of work**, if you will be using it, or an alternative **scope of work developed by you** or by a contractor to your specifications

If you are not following the CMHC scope of work, your proposal should list your choice of the following:

- a) sealing interior surface of exterior walls
  - b) sealing interior surface of other walls
  - c) addition of fresh air intake to forced-air furnace
  - d) installation of forced ventilation with heat exchanger
  - e) cleaning air distribution ducts
  - f) partial removal of the UFFI (describe: N. Wall, S. Wall, etc)
  - g) full removal
  - h) other (describe)
- **details of the costs.** If all the work will be done by a registered contractor, you should have ready the various estimates you have obtained.

If you will be doing any or all of the work yourself, or if you are hiring more than one contractor, you should break your cost estimates down as follows:

<i>Contracts (list)</i>	<i>\$</i>
<i>Testing, Building Permits and reasonable cost for the provision of estimates</i>	<i>\$</i>
<i>Material</i>	<i>\$</i>
<i>Labour, non-contracted (self or hired)</i>	<i>\$</i>
<i>UFFI Centre Training Manual</i>	<i>\$</i>
<i>Equipment Rentals</i>	<i>\$</i>
<i>Cleaning</i>	<i>\$</i>
<i>Other (Describe)</i>	<i>\$</i>
<b>ESTIMATED TOTAL PROJECT COST</b>	<b>\$</b>

Once you have obtained CMHC authorization, you may proceed with the work. If you run into unanticipated costs and your authorization is for less than \$5,000, you should immediately contact CMHC to obtain further authorization. You must also obtain new authorization should you decide to take different corrective measures from those already authorized, or change the method by which you will carry them out.

## STEP 7. ADVANCE PAYMENTS:

Advance payments are available, if required to begin corrective measures. An advance may cover up to 50% of the CMHC approved estimated costs, to a maximum of \$2,500, where the corrective work is to be done by a registered contractor. The registered contractor must specify in the contract that an advance is required. If you have decided to do the work yourself, advance payments up to 75% of the CMHC approved estimate, again to a maximum of \$2,500, are available to cover such costs as materials, equipment rental and permits. Non-contracted labour costs are not eligible for advance payments.

The advance is made available to you for a period of three months, and must be repaid if sufficient



corrective measures to account for the advance have not been completed and your Request for Reimbursement with supporting documents submitted by the end of this period.

Advance payments are made after you have obtained CMHC authorization to proceed with corrective measures. The advance will be scheduled to reach you approximately one week before you intend to start work.

#### STEP 8. IMPLEMENTATION OF CORRECTIVE MEASURES.

**The responsibility** for ensuring that the work meets provincial and municipal standards, and that it is performed properly and to your satisfaction, **rests with you.**

#### STEP 9. INSPECTIONS:

Depending on the course of action you choose, CMHC may carry out various inspections. When the inspector visits you to give you information on corrective measures, s/he will inform you what inspections may be needed and how to make arrangements for them.

The inspector will verify, as far as possible depending on the degree of completion, that the work done is what was authorized.

If there are any discrepancies, the inspector notes these on the inspection report: you receive a copy of this report and can decide what action, if any, is necessary to ensure that the work for which you claim reimbursement is the work that was authorized.

#### STEP 10. REQUEST FOR REIMBURSEMENT:

The Request for Reimbursement is made when all corrective measures are complete.

Please keep careful records of your expenses, and retain supporting documents, such as contracts, invoices, receipts and photographs, to be submitted with your Request. Pockets in the front and back covers of this guide can be used for storing such documents.

Receipts should give details of the supplies bought. Cash register tapes are, therefore, likely to be inadequate.




#### STEP 11. REIMBURSEMENT:

When your Request is accurate and complete, it can be processed by the UFFI Centre. The contribution for which you are eligible will be determined in accordance with the Conditions for Financial Assistance and **a cheque will be sent to you.**

You may receive a final inspection after you have submitted your Request for Reimbursement.

#### STEP 12. STATEMENT OF TEST RESULTS:

Identification No.

 Consumer and Corporate Affairs Canada  Conservation of Corporations Canada 

Urea Formaldehyde Foam Insulation Information and Co-ordination Centre La mousse isolante d'urée formaldéhyde Centre d'information et de coordination

**Statement of Test Results**


Tests taken in the dwelling at \_\_\_\_\_

found formaldehyde levels of \_\_\_\_\_ ppm in the \_\_\_\_\_

\_\_\_\_\_ ppm in the \_\_\_\_\_

Tests conducted by \_\_\_\_\_

on \_\_\_\_\_ by the \_\_\_\_\_

Canada  C.A. Lowry  
Director, Urea Formaldehyde Foam Insulation Centre

When corrective work is complete, you may wish to have a record of the level of formaldehyde in your home. This is available in the form of a **Statement of Test Results.**

If you have indicated on your Application Form that you want this Statement, the CMHC inspector who carries out the final inspection will provide you with a dosimeter kit with which to obtain the readings. Instructions for you to follow will accompany the kit.

**If you do not receive a final inspection,** the UFFI Centre will send you the necessary test kit.

**If you have not indicated that you want a Statement of Test Results,** but have now decided that you would like one, simply contact the UFFI Centre and we will send you the test kit.

When the UFFI Centre receives your readings from the laboratory, we will prepare your formal Statement of Test Results and mail it to you.



# COMPLETING THE FORMS: THE APPLICATION FORM

**Use a separate form for each eligible property.**

Two forms are enclosed with this application package: Complete and return one, and keep the other for your records.

## **Applicant**

Only a **registered owner** of a dwelling may apply. A **tenant** may not.

The applicant must be either the **sole owner** or **one of the co-owners**.

Where there is **more than one owner**, the UFFI Centre will direct correspondence to the owner whose name appears in the “applicant” box. The co-owners should decide who will act on their behalf and sign the co-owners’ declaration on Page 2 of the form accordingly.

## **Occupant/Landlord**

If you live in the dwelling you own, please check “occupant” box. If it is occupied by a tenant, please check “landlord”.

## **Dwelling Location**

The full address of the dwelling insulated with UFFI. Complete **A** and **C** for a city address; **B** and **C** for a rural address. If yours is a rural address, please be sure to complete all applicable boxes.

## **Co-owners**

All owners other than the applicant whose names appear on the title deed must be listed as co-owners. If more space is required, please use a separate sheet.

## **Tenant**

If you have tenant(s), please include name(s) and daytime telephone number(s). (Please use a separate sheet if necessary.) Representatives of the UFFI Centre may want to make arrangements to visit the house, depending on the course of action you choose.

## **Evidence of UFFI**

You must provide evidence of UFFI with your Application Form. A receipt from the installer or other such document indicating that UFFI was installed in your property is the best evidence. Please also include the CMHC acceptance number if you have it.

If you do not have such evidence of UFFI, you must establish that your insulation is, in fact, UFFI. You can do this by having testing done or otherwise obtaining a declaration of the presence of UFFI from any competent authority, such as the contractors and laboratories registered with the UFFI Centre. The UFFI Centre will provide you with names.

## **Previous Testing**

If you want to participate in the full UFFI Program, taking all optional as well as compulsory steps, an indication of the level of formaldehyde in the air of your dwelling is required. Unless you have informed us that you have had your house tested, you will have received a dosimeter testing kit with your Application Form.

If you do have previous test results, **please enclose a copy of them** with your Application Form. In this case, please retain the dosimeters with the plastic bag unopened for use once your corrective work is done. (Please note that the Governments of Manitoba and New Brunswick used a different system from the other provinces, and we cannot use their results. If your tests were performed by either of these Governments, please carry out the dosimeter test.)

Unless we receive your test results with your Application Form, we shall await your dosimeter results from the laboratory before continuing the processing of your Application.

If you do not have test results, and you want to follow all the steps of the UFFI Program, **please hang the dosimeters** according to the instructions enclosed in the kit.

### Health Status

Information that you give us in this section and the next is only used to establish your priority for receiving testing and remedial information.

Information should be provided on the **occupants** of the UFFI dwelling, whether they are owners or tenants.

**Other information** that will help us can include, for example, the fact that you have had to leave your house (because of UFFI or for other reasons), or other information that indicates particular difficulty.

Completion of the above two sections is only necessary if you wish to be included on a priority list.

### Financial and Technical Assistance Requested

Information to assist you in making your choice of the course of action you want to follow is available in this guide. In this section, you let us know what your choice is; your next step in the Program depends on the information you give us.

If you check:

- ☐ 1 You tell us that you want to take advantage of all the technical information and assistance available before making your decision on the action you will take. All the steps of the Program apply to you.

- ☐ 2 You have decided what you want to do, and you now want to make arrangements to do it. Steps 1 and 5 to 11 of the Program apply to you.

- ☐ 3 You have done what you want to do, and the work is complete. Steps 1, 10 and 11 apply to you.

- ☐ 4 No matter which of the above you have chosen, you may wish to receive a Statement of Test Results which will indicate the level of formaldehyde in the air of your dwelling. If you check **YES**, you will go through step 12 of the program. If **No**, after you reach step 11, we will take no further action.

### Applicant's Declaration

The applicant signs this declaration on behalf of all owners of the property. The 'Conditions for Financial Assistance' and details of the 'Testing Procedures' follow these instructions; please read them before signing this form.

### Co-owners' Declaration

Please ensure that every co-owner signs the Declaration.

### NOTE

Please ensure that the form is **fully** signed. The signature is frequently forgotten; we cannot proceed unless the form is complete, and delays will occur if we have to return it to you.



# THE REQUEST FOR ADVANCE PAYMENT

Before completing this form, please review Section 6 of the Conditions for Financial Assistance (Advance Payments).

**Use a separate form for each request.**

## **Applicant**

This form should be completed by the owner whose name appears as the applicant on the Application Form.

## **Identification Number**

This number must be included.

## **Particulars of Request**

Please ensure that all boxes are completed. If you are using a **Registered Contractor** to carry out the corrective measures, complete **Section A**. If you are officially qualified and you are supervising or **doing the work in person** complete **Section B**.

In either **Section A** or **Section B** the amount you should enter is the **Estimated Total Project Cost** authorized by CMHC, less any amount for non-contract labour.

CMHC will have provided us with a copy of this authorization.

You must provide **supporting documentation**, such as copies of quotations, and your own detailed estimates for work you will do in person.

## **Contractor's Registration Number**

You will have obtained this number from your contractor prior to obtaining your authorization from CMHC.

## **Homeowner's Registration Number**

This is the **Serial Number** on the certificate you receive after passing the UFFI Centre's Training

Course. You must have passed this course before applying for an advance.

## **Approximate date of work commencement**

Please ensure that this date is included. Any advance payment will be scheduled to reach you approximately a week before you intend to start work. Please bear in mind that the advance is repayable after a period of three months from **the date of the cheque** unless sufficient work has been completed to account for the advance, and your Request for Reimbursement has been submitted with supporting documentation.

## **CMHC Authorization Number**

You must have this number before you can apply for an advance. CMHC gives it to you when you receive authorization to proceed with the corrective measures you have chosen.

## **Amount of Advance Requested**

If you have completed **Section A**, the maximum advance you may obtain is the lesser of 50% of the amount shown in this box, or \$2,500.

If you have completed **Section B**, the maximum advance is 50% of that part of the amount shown in this box that is payment for contracts and 75% of your other non-labour costs (e.g. permits, rentals, materials etc.) as per your CMHC authorization; or \$2,500, whichever is less.

## **Signature**

Please ensure that the form is signed and dated.

Errors or omissions will make it necessary for us to return the form to you and will result in delays.

Retain the **pink** copy; return the **white** and **canary** copies to the UFFI Centre.

# REQUEST FOR REIMBURSEMENT and DETAILS OF GOODS AND SERVICES

## REQUEST FOR REIMBURSEMENT

Please complete both these forms for each dwelling individually.

### Identification Number

Must be clearly entered in the box provided.

### Applicant

The person who has signed the Application Form as the applicant must complete this form.

### Details of Corrective Action

Please complete the form "DETAILS OF GOODS AND SERVICES" to obtain the "Total Amount Requested", then complete this box as indicated.

### Dates

Ensure that all the dates are included.

### Applicant(s) Declaration

This form should be signed by all owners of the dwelling for which assistance is being requested: in this case, the cheque will be made out to all listed co-owners.

However, if all owners have signed the **Co-owners Declaration** on the **Application Form**, authorizing the Applicant "to request and receive from the Government of Canada all monies for which (they) may be eligible under the Assistance Program for UFFI homeowners", then the Applicant may sign this form on behalf of all co-owners: in this case, the cheque will be made payable to the Applicant.

## DETAILS OF GOODS AND SERVICES:

Two copies of this form are provided. If you require further space, please use additional sheets.

**Homeowner Family Name**—applicant's family name.

**Identification Number** must be included.

**Originals** of all supporting documents, including invoices, bills, contracts and any other document stating that services or goods have been supplied should accompany this form. If originals are not available copies will be accepted, provided they are legible, true copies.

**Every invoice** for which you are claiming reimbursement **must be entered on a separate line** of Schedule A. Details including the *contractor's or supplier's name and address and a description of the goods or services supplied* must be provided for each item.

These details must be included on the form itself. A notation such as "see attached" can not be accepted, although a summary such as "building materials as specified on invoice # \_\_\_\_\_" is acceptable.

Please ensure that all entries are complete and accurate on both forms. Any errors or omissions will make it necessary for the UFFI Centre to return this form to you for corrections, and so will cause delays.

Retain the **pink** copies for your records: return the **white** and **yellow** copies to the UFFI Centre.



# TESTING PROCEDURES

In some cases further testing may be required in order to determine which corrective measures are appropriate for your home. If this is the case, it will be done by a testing company. The testing could consist of any or all of the following tests:

- 1) a room air test which measures the formaldehyde concentration in the air in living spaces
- 2) a wall cavity test which measures the formaldehyde concentration in the air within wall cavities
- 3) a moisture test to determine the moisture content of the wood framing in contact with UFFI.

## Room Air Test

The room air in your home will be sampled using dosimeters. There will probably be two samples per house. For bungalows they will be taken at opposite ends of the house. In two-storey houses, one sample will be taken upstairs and one downstairs. The sampling locations will be those rooms most used by the family members excluding bathrooms and kitchens. The purpose of the test is to determine the formaldehyde concentration in the living area of your home. Tests are not carried out in the kitchen because of the steam and other effects of cooking.

## The Wall Cavity Test

This test measures formaldehyde concentration in UFFI-insulated walls and enclosed joist spaces. Air samples are taken as required from various locations in the house. Holes measuring 11/32 inches in diameter are drilled in inconspicuous places in UFFI-insulated walls just above the baseboards. A pump is then used to draw air out of the wall cavities into a glass tube filled with chemicals which change colour on contact with formaldehyde. After the test has been performed, the holes will be sealed but not painted.

## Wood Moisture Test

This test measures the moisture content of the wood framing that is in contact with UFFI, by means of a resistance-type moisture meter. The needle-like probes of the moisture meter are inserted into studs which are in contact with UFFI, usually in the same locations as the wall cavity test. After the testing is completed, all the holes thus made will be sealed but not painted.

## Other Data

In addition, humidity and temperature will be recorded as they affect formaldehyde levels and must be taken into account in analysing the test results.

## Duration of Testing and Other Requirements

The occupant is required to be at home while the tests are being performed, which takes about two hours. While testing is in progress, the tester will complete a questionnaire on the house, which will require the occupant's cooperation.

# CONDITIONS FOR FINANCIAL ASSISTANCE

## 1. Eligibility

- 1.1 An eligible dwelling includes a single family house, whether detached, semi-detached or a row housing unit. A duplex or triplex is also eligible as a single dwelling. A pre-manufactured building is eligible, but a mobile home is not. A condominium dwelling unit is also eligible.
- 1.2 No owner may receive assistance for more than three dwellings.
- 1.3 A homeowner must register with the UFFI Centre before June 30, 1983.

## 2. Amount of Assistance

- 2.1 The amount of assistance that the Government shall pay to an owner of a dwelling to carry out corrective measures for problems arising from UFFI shall not exceed \$5,000.

## 3. Conditions for Payment

- 3.1 Homeowners who have made or commenced corrective measures prior to October 25, 1982, will be eligible, subject to Section 4, for reimbursement of eligible costs listed in Section 5.
- 3.2 After October 25, 1982, the following conditions apply:
  - 3.2.1 A homeowner must use a registered contractor or be qualified under the terms of the program to do or supervise the work. A qualified neighbour, relative or friend may do the repairs in lieu of the homeowner, where not prohibited by law.

3.2.2 Prior to commencing work a homeowner must receive authority from CMHC/UFFI Centre and provide the following information:

- the starting date of the corrective measures
- the name of the person who will take the corrective measures
- a detailed description of the corrective measures and their estimated cost

3.2.3 Supporting documentation is required as described in Section 4 of these conditions.

3.2.4 Homeowners will be entitled to the eligible costs listed in Section 5 of these conditions.

## 4. Before you may receive a payment from the Government of Canada, you must provide:

- 4.1 A properly completed and signed Application Form requesting assistance under the UFFI Program (for those who registered before October 25, 1982, a properly completed and signed Application Form and Supplementary Application Form)
- 4.2 Evidence that the dwelling was insulated with urea formaldehyde foam insulation
- 4.3 A signed Request for Reimbursement Form
- 4.4 Proof of corrective measures and eligible costs through inclusion of contractor/vendor-supplied invoices specifying legibly:
  - a) the name of the purchaser
  - b) the name, address, and telephone number of the contractor/vendor



- c) a complete and detailed description of the work done, services rendered and/or goods supplied
- d) the price paid for each type of repair, rental, service and/or goods purchased
- e) applicable sales tax, discounts, allowances, rebates, trade-ins and delivery costs.

## 5. Eligible Costs

### 5.1 Eligible costs under the Program include:

- a) contractor costs
- b) building permits
- c) reasonable cost for the provision of estimates
- d) laboratory testing costs
- e) UFFI Centre Training Manual
- f) material costs
- g) equipment rentals (equipment should be rented unless purchase is cheaper)
- h) rental of safety equipment
- i) cleaning costs directly related to the corrective measures of the dwelling after the repairs have been completed, if authorized in connection with the corrective measures taken.

## 6. Advance Payments

6.1 If required, an advance payment may be made available to assist a homeowner with initial financing of corrective measures.

6.1.2 Such an advance will be made available only after a homeowner has received CMHC authorization for the proposed corrective measures.

### 6.2 Duration of advance:

6.2.1 Any advance payment will be available to the homeowner for a period of no more than three months. The advance payment cheque will be forwarded to coincide with the start date of the work.

6.2.2 Within three months of the date of the cheque, the homeowner must have completed the corrective measures and must account for the advance by submission of a properly completed Request for Reimbursement, with appropriate supporting documents.

6.2.3 If, after three months, sufficient corrective measures have not been completed to cover the amount of the advance, the homeowner must return the advance to the Receiver General of Canada.

### 6.3 Amount of Advance

6.3.1 Where the corrective measures are being carried out by a registered contractor, the amount payable shall be the lesser of \$2,500 or 50% of the amount of the total estimated value authorized by CMHC. The contractor must specify in the contract that an advance is required, and you must attach a copy of the contract.

6.3.2 Where a qualified homeowner is responsible for carrying out the corrective measures, the amount payable shall be the lesser of \$2,500 or 75% of the total estimated value authorized by CMHC except the amount estimated for non-contract labour.

6.3.3 Where a qualified homeowner will undertake part of the work in person, and part by contract, the amount of the advance shall be the lesser of \$2,500 or the sum of 50% of the authorized amount(s) of the contract(s) plus 75% of all other CMHC authorized estimated costs except non-contract labour.

### 6.4 Application for Advance

6.4.1 The Application for an advance must be made on the prescribed form provided by the UFFI Centre.

## 7. Audit

The applicant's Request for Reimbursement is subject to audit, which may include an on-site inspection of the dwelling.







